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DEPARTMENT OF LABOR AND EMPLOYMENT DIVISION OF EMPLOYMENT AND TRAINING

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Category: Workforce Investment Act
Subject#: Guidelines for the WIA Annual Report
Source: Federal/State
Revise/Replace: PGL #03-15-WIA
Contact: Workforce Development Programs Director
Distribution: Managers, Workforce Development Staff, Workforce Region Directors, Fiscal
Colorado One-Stop System Policy Guidance Letter#: 04-14-WIA
Date: July 13, 2004

I. REFERENCE(S):

Title I of the Workforce Investment Act (WIA) of 1998, Section 136 (d); WIA Final Rules – 20 CFR Parts 667.300, published at 65 Fed. Reg. 49429 (August 11, 2000); CDLE WIA/Wagner-Peyser Grant Agreement section 2.3.D.

II. PURPOSE:

To provide revised guidelines and an end of August deadline for the submission of regional WIA annual report narratives.

III. BACKGROUND:

The Workforce Investment Act requires states to submit an annual progress report that includes “information regarding the progress of local areas in the State in achieving local performance measures...” In addition to the submission of client and statistical data through the WIASRD, CDLE prepares a comprehensive narrative section of the report, which is submitted separately from the WIASRD and includes program accomplishments and promising practices developed at the state and local levels.

For the PY02 annual report, local regions were asked to submit a formal narrative report, charts, graphics, and pictures as available. This year and in subsequent years, the State will establish a theme for the annual report to allow regions to focus their submissions on the message to be conveyed to the Congress and US Department of Labor. In addition, the State is shifting the due date for submissions to August 31, to allow for compliance with USDOL’s change in the submission date for the annual report, which is now October 1.

IV. POLICY/ACTION:

Regional annual reports are due to your State Field Representative by close of business, August 31 of each year (or the first business day after the 31st if it falls

on a weekend or holiday.) **However, for this year the due date is Friday, September 3, 2004.** This document should be submitted **electronically** and in **hard copy** format. Electronic files should be formatted as follows:

- Narratives: Microsoft Word files, 12-pt type for text, Times New Roman or Ariel font
- Pictures, Graphics, etc: GIF, TIF, JPG, or bitmapped files

For PY03, the annual report theme is:

“ Formula for Success² : Partnerships + Performance = Empowerment”

Therefore, regional submissions should focus on innovative strategies, models, and partnerships that have achieved successful outcomes and increase our capacity to impact Colorado’s labor force issues. Each portion of the narrative should highlight initiatives or activities that reflect these themes, and should follow the same general format found in the “Local Region” section of the PY02 State Annual Report. (Note: CDLE will take responsibility for the formatting of any side columns.)

At a minimum, local annual reports should include the following information for the program year ending June 30:

REGIONAL PROFILE

- A brief description of the region, its labor market and economic conditions, and the number and demographics of clients served
- A brief description of the one-stop system including notable changes in locations, service delivery strategies, technology improvements, and partner integration

PARTNERSHIPS

- Challenges that were faced that were met or overcome through partnerships.
- Descriptions of exemplary projects or discretionary grants brought about through partnerships.
- Descriptions of partnerships initiated by the workforce board or youth council

PERFORMANCE

- A summary of accomplishments including the performance outcomes for each of the WIA programs, including pie charts, bar charts, etc. showing client or funding breakouts, or performance outcomes
- Descriptions of innovative projects or discretionary grants with exceptional outcomes that were achieved
- Examples of workforce board or youth council achievements

EMPOWERMENT

- Examples of exceptional leadership on the part of the region, the workforce board, or the youth council.
- Descriptions of awards and recognitions received from local, state, and national organizations
- Individual client success stories (Include a signed release of information

statement along for each client story. CDLE will use first names of clients only.)

In addition, please provide

- Regional logo
- Sample regional website pages
- Pictures of workforce centers and client activities (Include a signed release statement for each person whose face is identifiable in the pictures submitted.)
- The Annual Report Data Sheet attached to this PGL (**see Attachment 1**)

V. IMPLEMENTATION DATE:

Immediately upon receipt.

VI. INQUIRIES:

Please direct all inquiries to your State Field Representative at Workforce Development Programs.

Donald B. Peitersen, Director
Division of Employment & Training

WIA ANNUAL REPORT DATA SHEET
Program Year _____

Region: _____

Director Name/Title: _____

Workforce Board Chair: _____

Youth Council Chair: _____

Local Elected Official (name/title): _____

Regional Website Address: _____

Contact for Annual Report (name/phone/e-mail/fax): _____

List Each Full-Service Office Name/Address/Phone/Fax
(identify partners on-site at each office in a matrix)

List Each Satellite Office Name/Address/Phone/Fax
(identify key services and partners available on-site in a matrix)